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			DDA 87-0990 8 May 1987	0/6 DD/1 EC
м	MEMORANDUM FOR:	Acting Director of Central Intelligence		AE Filo
F	RCM:	William F. Donnelly Deputy Director for Administration		
s	SUBJECT:	Weekly Report for Period Ending 3 May 196	37	
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	(OS) and Persons common interest cases. 6. On 1 Ma center in the N	nel are meeting monthly to analyze employe . This close coordination is improving ou ay 31 took beneficial occupancy of the firs New Headquarters Suilding.	e assistance r handling of	cases (
	(OS) and Persons common interest cases.	nel are meeting monthly to analyze employe . This close coordination is improving ou ay 31 took beneficial occupancy of the firs New Headquarters Suilding.	e assistance r handling of	cases (

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8. Euring the past week, Robert rederick Wang, President of Wang Lab ndustrial Advisory Board being forme echnology.	D. Williams, Vice President of TRW, and coratories, both agreed to serve on the ed by the Director of Information	
9. On 5 May 138 people attended unning of the Midcareer course. Amoidcareer Class No. 1, harles Briggs. Mr. Briggs spoke to	, and "Mr. Middareer,"	2
		a25X1
as requested a briefing from OTE's a oted that at the Office of Personnel ommemorating Professional Secretaris	es Week, the Agency's secretarial trains	ing
as requested a briefing from OTE's a oted that at the Office of Personnel ommemorating Professional Secretaria rogram was cited as being one of the institute a secretarial program patterns.	Secretarial Training Branch. Ms. Savage 1 Management training program es Week, the Agency's secretarial training e best in government. DOE is planning the erned after ours. entatives of Central Texas College the	ing
as requested a briefing from OTE's a noted that at the Office of Personnel commemorating Professional Secretaria program was cited as being one of the institute a secretarial program patterns.	Secretarial Training Branch. Ms. Savage I Management training program es Week, the Agency's secretarial traini e best in government. DOE is planning t erned after ours.	e ing to
as requested a briefing from OTE's a loted that at the Office of Personnel commemorating Professional Secretaries rogram was cited as being one of the institute a secretarial program patternstitute a secretarial program patternstitute of offering with representations of offering a two-year assecretaries. Similar approaches are 13. Stident demonstrators greeted at all interviews were conducted as the other hand, was met at Westshore president, faculty and students, who	Secretarial Training Branch. Ms. Savage I Management training program es Week, the Agency's secretarial training best in government. DOE is planning terned after ours. entatives of Central Texas College the ssociate's regree program for Agency being explored with other institutions dispensively. Scheduled. Our Cincinnati recruiter,	ing to
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as requested a briefing from OTE's a loted that at the Office of Personnel commemorating Professional Secretarial program was cited as being one of the institute a secretarial program patternstitute as two-year as secretarias. Similar approaches are secretarias. Similar approaches are the other hand, was met at Westshore president, faculty and students, who CIA" banner. 14. Jentral Travel Services has accountings by four days during the the steady reduction in processing the	Secretarial Training Branch. Ms. Savage I Management training program es Week, the Agency's secretarial training best in government. DOE is planning terned after ours. entatives of Central Texas College the ssociate's regree program for Agency being explored with other institutions diagency recruiters in Minnesota and Chascheduled. Our Cincinnati recruiter, community College by the college presented him with a bake and a "welcompose reduced the processing time for travel has two montos. This is in keeping Williams	ing to io, on me
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	MEMORANDUM FOR:	Deputy Director for Administration	
	FROM:	John M. Ray Director of Logistics	Je.
	SUBJECT:	Report of Significant Logistics Activities for the Period Ending 6 May 1987	25X1
		of Major Interest That Have Occurred During the ing Week:	
	Representatives evaluation. The as 95 percent cistorm, continued	30 April, OL representatives met with Ogden-Allied in New York to review the second quarter award fee Government Evaluation Board established the award ting superior performance during February's snow a excellence in operations and security performance custodial performance in public areas.	l
	Power Plant and electrical power Plant, OL has ch	nighlight the recent upgrade of the Headquarters to emphasize that, in addition to emergency of the head water and steam are also generated at the name of the power plant to the Central ne is more consistent with current commercial and hology.	1 e 25X1
	Headquarters Mai Control Center.	O April, OL personnel initiated a relocation of the Reception activity to the Route 123 Visitor Also, a portion of Polygraph Division, OS, was former Headquarters main reception area.	i e 25X1
	County for appro first f working with Cou	reports that drawings have been submitted to Fairfatoval to obtain a building occupancy permit for loor. A representative of Safety Division, OMS, inty representatives to expedite the approvals is unlikely that the permit will be issued this	25X1
	e. The sole occupant of a contract was a	Office of Training and Education (OTE) is now the the Chamber of Commerce Building. OL reports that warded and construction began on 4 May to complete the ground, first, and second floors required to me standards.	t
			25X1
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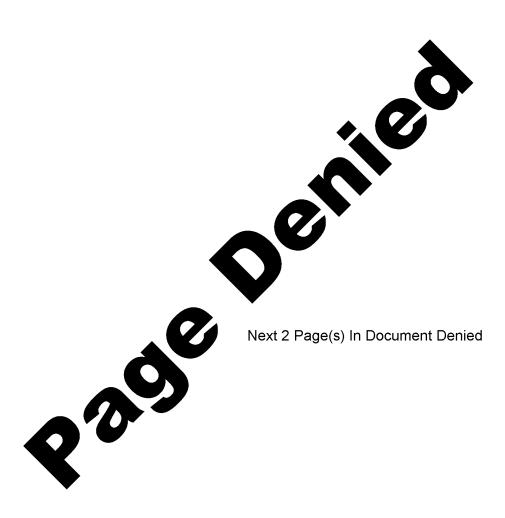
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f. The Chairman of the Directorate of Intelligence Desktor Publishing Task Force requested OL representation as part of a cooperative effort to properly utilize desktop publishing Agency-wide and to assure that all aspects of this growing office	
technology are addressed.	25X1
g. OL reports that construction has begun on	25 X 1
Section 2, This structure will have two levels with 75,000 square feet of space per level. The	25X1
contractor has begun pouring concrete footings for the building columns.	25 X 1
	25X1

m. On 28 April, OL released a presolicitation notice and draft specification to 71 potential bidders in support of the Network Workstation Acquisition under the Office of Information Technology (OIT). In an effort to promote the Agency integration of host and terminal/workstation capabilities, existing terminal systems will be augmented and replaced by network capable workstations providing local processing capabilities. The release of a Request for Proposal for Network Workstations is anticipated within 90 days.

n. On 1 May, OL took beneficial occupancy of the fir floor computer center in the New Headquarters Building. Punc items remain to be cleaned up.	
o. On 1 May, the Bid Package 1 contractor began exca for a suspected leak in the southside chilled water line inst under his contract. At approximately 1800 hours, the pipes w reached and there was evidence of obvious water leakage. Rep will be made and the line tested.	alled ere
q. OL reports that a contract has been negotiated and definitized with the MITRE Corporation for systems engineering technical support of the SKYLINK satellite communications net. The contract is in the amount of \$490,208 and the period of performance will run through 31 December.	g and
definitized with the MITRE Corporation for systems engineering technical support of the SKYLINK satellite communications net. The contract is in the amount of \$490,208 and the period of performance will run through 31 December. The contract is in the amount of \$490,208 and the period of performance will run through 31 December. The contract is in the amount of \$490,208 and the period of performance will run through 31 December.	g and work.
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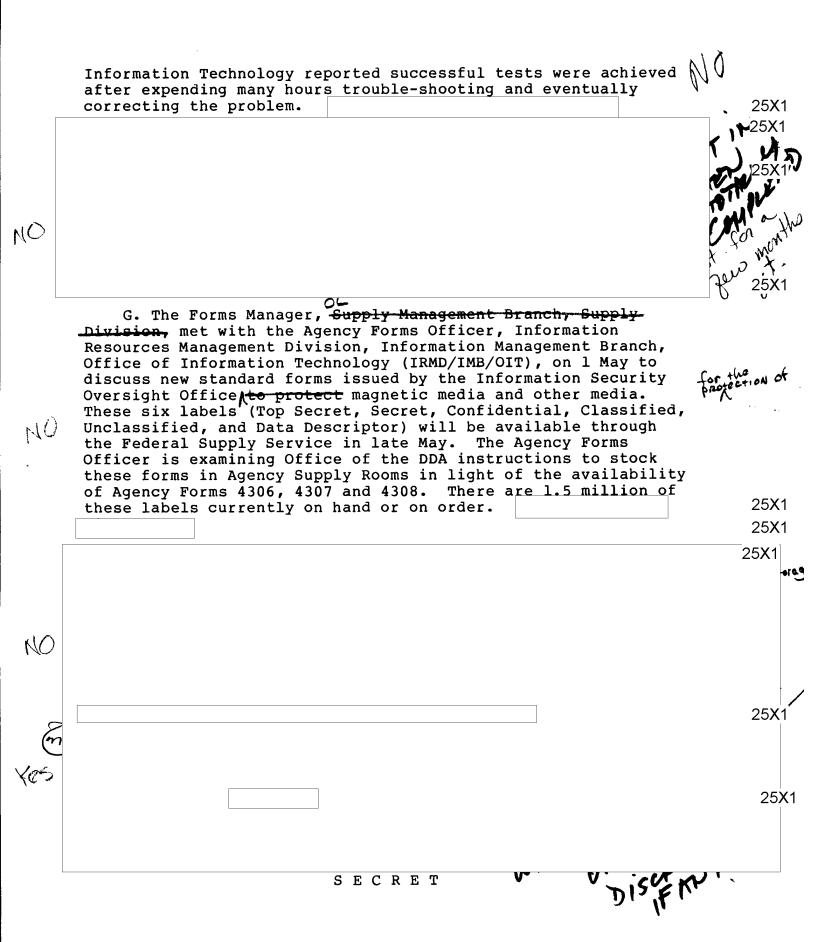
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WEEKLY REPORT FOR SUPPLY DIVISION FOR PERIOD ENDING 29 April 1987 4 May

I. Status of Tasks Assigned by Senior Management: NONE

[•	Major	Events	That	Have	Occurred	During	the	Preceding	Week:	
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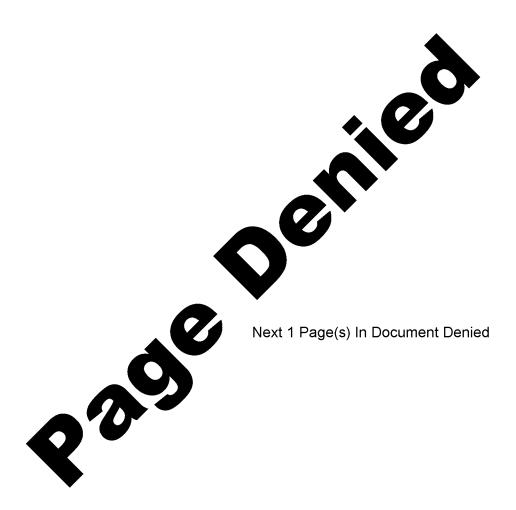


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- 0 00 7 17 1007 the property time from the Date	
Technology progammers that support the Agency Standard Automated Property System (ASAPS) database. The purpose of the meeting was to address the feasibility of several suggested enhancements as well as to try to resolve some outstanding minor discrepancies.	25
M. On 30 April 1987, two representatives from the Data	
Control Branch, Supply Division, met with an individual from	
Accounting System (GAS) to discuss procedures for B&F offices	
to use in dealing with funded 88s for 914 purchases. Also in attendance were the Inventory Control System (ICS) programmer,	
representatives from CLB/B&F, OL/B&F and B&Fthe later	2
GAS DBMB will write up instructions for the B&F offices after	1
analyzing the information from this meeting.	
analyzing the information from this meeting.	
analyzing the information from this meeting.	12
	meeting was to address the feasibility of several suggested enhancements as well as to try to resolve some outstanding minor discrepancies. M. On 30 April 1987, two representatives from the Data Control Branch, Supply Division, met with an individual from the Data Base Management Branch (DBMB) for the General Accounting System (GAS) to discuss procedures for B&F offices to use in dealing with funded 88s for 914 purchases. Also in attendance were the Inventory Control System (ICS) programmer, representatives from CLB/B&F, OL/B&F and B&Fthe later three to explain how they deal with that type of action. The GAS DBMB will write up instructions for the B&F offices after

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	25X1
IV. MANAGEMENT ACTIVITIES and CONCERNS:	
None	
	25 X 1

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25X1



25X1

PROCUREMENT MANAGEMENT STAFF, OL WEEKLY REPORT Week Ending 5 May 1987

1. Status of Tasks Assigned by Senior Management:

Coopers and Lybrand (C&L) Implementation:

The Chairman, CONIF/Contract Data Working Group, presented the preliminary findings and recommendations relating to their initiatives. Final submission of the Group's report was due 1 May 1987.

2. Major Events That Have Occurred During the Preceding Week:

a. Meetings:

- (1) Procurement Management Staff (PMS), OL, representatives, along with the Chiefs of the Office of Research Development, DS&T, and the Data Communications Group, OD&E Contracting Teams, met with the President of Desktop Systems, Inc. to discuss the use of automated tools in the management of program information.
- (2) Chief, CONIF attended a meeting involving another attempt to resolve the Line/Detail problem between Inventory Control System and CONIF. It appears as though a resolution is near.

b. CIA Contracting Manual (CCM):

PMS/OL, continued to merge the classified and 25X1 unclassified databases of the CIA Contracting Manual for release to senior contracting officers for final review prior to submission for approval to publish by the Director of Logistics.

c. CONIF Activity:

- (1) CONIF input 234 contracts and 88 amendments during the preceding week.
- (2) The new "a" method of procurement has been added to the test database and should be moved over to production next week.
- (3) Work continues on a long-standing problem of amendments that are deobligating money and reducing the value of the contract.

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SUBJECT: OL/PMS Weekly Report for the Week Ending 5 May 1987

d. Training:

(1) The individual training records for all procurement personnel were updated.

(2) Several FOIA requests requiring immediate action were received and acted upon.

(3) The proof copy of the Procurement Training Manual was received from Printing and Photography Division, OL.

e. Agency Contract Review Board (ACRB):

PMS/OL reviewed seven ACRB dockets with a cumulative dollar value of \$6,456,372.

3. Upcoming Events:

None of a significant nature.

4. Management Activities and Concerns:

None of a significant nature.

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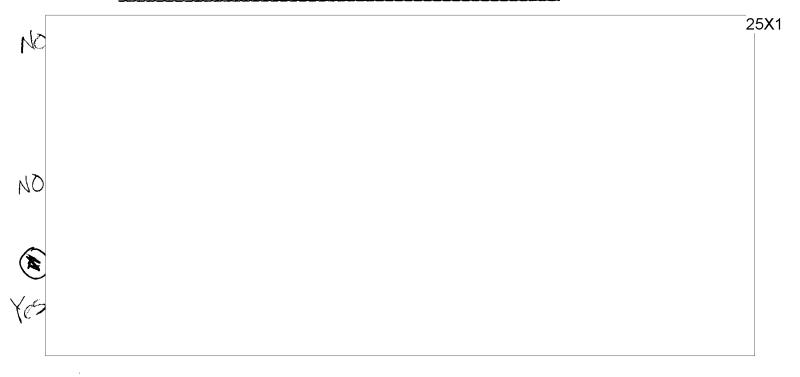
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LOGISTICS OPERATIONS CENTER WEEKLY REPORT FOR PERIOD ENDING 2 MAY 1987

Status of Tasks Assigned by Senior Management: 1.

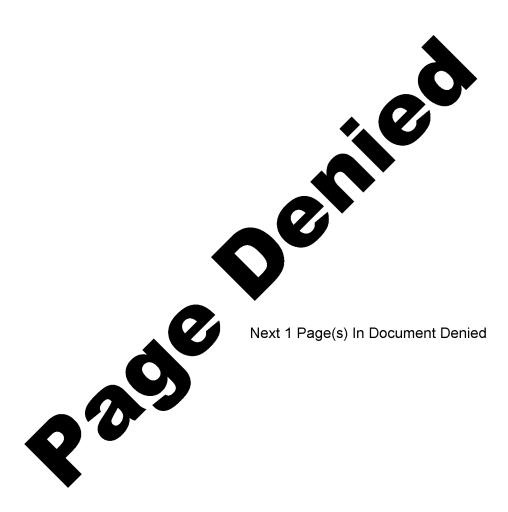


Major Events That Have Occurred During the Preceding Week: 25X1



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MO	six for the acq	i. Personnel from the Classification, Repair and Disposal ction, pulled an additional 25X cty-nine typewriters, all other than IBM correcting selectrics, delivery to the Pickett Street facility for disposition through General Services Administration (GSA). These typewriters had an quisition value of \$69,678. In addition, another \$104,000 worth miscellaneous communications equipment was also sent to the	
	Pic	ckett Street facility also for disposition through GSA. 25X	
			. I
10	Gen Div dis exc Thi	j. Personnel from the Classification, Repair and Disposal met with the metal Services Administration (GSA), Property Reutilization vision, on Thursday, 30 April 1987. Purpose of the meeting was to scuss methods for disposition of a Photographic System declared cess by the National Photographic Interpretation Center (NPIC). is equipment, which has a value of \$2,900,000, was previously	(1
	sto	smantled and removed from NPIC facilities and is currently being ored atin two storage trailers. Because of bulk of25X	(1
		ripment, GSA did agree to store the equipment in Building A while system is advertised.	(1
	3.	Upcoming Events	
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`		6 .	۰
			e.
		ľ	
	4.	Management Activities and Concerns.	
		None	
		25	X.



3.	Significant Events Anticipated During the Coming Week:
	None
4.	Management Activities and Concerns:

None

25X1

3

OL/NBPO WEEKLY REPORT - PERIOD ENDING 6 MAY 1987

Progress Reports on Tasks Assigned by or of Interest to Senior Management:

The New Building Project Office, OL, will conduct tours of the New Headquarters Building for the Director of Logistics on 8 May 1987 and for the Deputy Director for Administration on 11 May 1987.

- Major Events that Have Occurred During the Preceding Week:
- The New Building Project Office (NBPO), OL, responded to a telcon request on 30 April 1987 from the Office of Public Affairs (OPA) for an 8x10 aerial photo of the New Headquarters Building. A representative from OPA selected a photo from NBPO on the following day. STAT STAT
- A memo to the Assistant Director, Liaison, Office of Finance, was sent from New Building Project Office, OL, on 1 May 1987, through Budget and Fiscal Branch, OL, requesting payment to Fairfax County of \$57,545.83. The request was in response to an invoice received on 27 April for work being performed at the Fairfax County Pumping Station adjacent to the Headquarters compound. The pumping station is being expanded to serve the increased Agency population associated with the New Headquarters Building. The invoice covers the Agency's share of the project, including administration fees and contingencies, as agreed to in a funding agreement between the Agency and the Fairfax County Board of Supervisors in October Additional costs, or a refund, may be incurred depending on the final cost of the project, which is scheduled for completion this summer. STAT
- In response to a request from the Chief, Budget and Fiscal Branch, OL, the New Building Project Office, OL, has reviewed the projected budgetary requirements of the site monitors, and determined that no surplus funds can be identified at this time. Site monitor costs are expected to escalate during the remaining months of FY-87 due to anticipated overtime requirements by the builder, additional site monitors coming onboard, and additional work hours being imposed upon the existing work force. STAT

d. On 1 May 1987, the Agency took possession of the Route 123 Wisitor Control Center (VCC) Some punch list items still remain. Package 4 contractor is working on a change order for the construction of a STAT bus shelter and sidewalk behind the 123 VCC.

The Virginia Department of Transportation (VDOT) field inspector for the Route 123 realignment project reported, that there were no major disruptions to the Route 123 construction site as a result of the 27 April demonstration. Prior to the demonstration there was some

NO

40

NO

discussion about removing the site surveying stakes. The survey stakes were not removed before the demonstration and they were not disturbed by the demonstrators. The only apparent impact of the demonstration on this project was the loss of one day's work.	S
f. On 4 May 1987, gas turbine generator No. 7 was run for the first time since its recently repaired compressor was reinstalled. All its sub-systems were checked out and the unit actually carried load for short time. Additional tests will be conducted this week. After successful completion of the tests, the generator will be turned over to the Agency. At that time, the new emergency generating system will be complete. The New Building Project Office, OL, is working with Faciliti Management Division, OL, to develop procedures and schedule a full-scale power test for the Headquarters compound. This test would include a tot controlled outage.	a es
g. On 1 May 1987, the Agency took beneficial occupancy of the	
first floor computer center in the New Headquarters Building. Punch lis items remain to be cleaned up.	
h. On 1 May 1987, the Bid Package 1 contractor began excavating for a suspected leak in the southside chilled water line installed under his contract. At approximately 1800 hours, the pipes were reached and there was evidence of obvious water leakage. However, the was damaged by the backhoe was the excavation. Repairs will be made and the line is	td
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Upcoming Events:

None.

be tested on 6 May 1987.

Management Activities and Concerns:

None.

STAT Chief, New Building Project Office

D/OL C/FMD/OL

1. Progress Report Tasks Assigned by Senior Management:
None.

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2. Major Events That Have Occurred During the Preceding Week:

25X1



SUBJECT: Real Estate and Construction Division Weekly Report for Period Ending 5 May 1987

- 3. Upcoming Events
- 4. Management Activities and Concerns:

None.



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